

## Computer Usage and Rules

### Rules:

1. Only use the computer assigned to you, prior to removing it from the cart, double check the number of the computer to ensure it is the correct one.
2. Carry the computer with 2 hands. Walk and move carefully at all times.
3. The computer should sit flat on the table, not onto of books, in your lap, etc... The computer should also far from the edge of the table.
4. No food or drinks are used near/by the computers.
5. Always handle the computer carefully, gently pressing the keys.
6. Maintain the computer settings; do not change the desktop or any of the other display of function features.
7. Only go to sites and sources that are approved by the teacher.
8. When done using the computer, go to the apple menu and completely shutdown the computer, blank screen, prior to closing the lid and returning the computer.
9. When returning the computer, ensure it is in the correct slot of the charging cart, and use the charger for your computer number to plug it into the charger. Make sure the green charging light is on.

### Usage:

1. Use "Chrome" as your web-browser. If Chrome isn't working properly, "Safari" will usually be the next best browser.
2. You will most always start from the class website: [msbrownclass.weebly.com](http://msbrownclass.weebly.com)
3. You should regularly check your grades on synergy, assignments and school email in Google Drive. Both synergy and Google Drive are linked on the homepage of class website.

### Google Drive:

1. Log into the TTSD District Google Drive account through the link on the homepage
2. Your Google Account Login and Password are as follows. Example Student: Jeff Meyers, grade 7, student ID 123456. **Login:** 19meyersj, **Password:** J123456m
3. Create a "shared" file folder / collection for this class that you will share with your teacher for grading purposes. The file name is 1-the period number. 2-Sci for science or SS for social studies.3-your last name. 4-your first name. For example: 1.Sci.Meyers.J (for 1<sup>st</sup> period, science, Jeff Meyers)
4. Share your folder(s) with your teacher: [kbrown@ttsd.k12.or.us](mailto:kbrown@ttsd.k12.or.us) and [kbrown@ttsdstudents.org](mailto:kbrown@ttsdstudents.org)

**Synergy:** Access from my home website at: <http://msbrownclass.weebly.com/> OR <http://www.ttsdschools.org/pages/ttsd/District/Technology/News/ParentVue>

### Turning in Assignments created on the Computer

1. Copy the assignment html (command + c)
2. Move your assignment into the appropriate "Shared" folder.
3. Go to the home web page, to "Assignment Turn-In." Complete the form and paste in the assignments html as requested (command + v)

I agree to follow rules for the responsible use of computers and technology.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Period: \_\_\_\_\_